



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, January 14, 2015
4:00 p.m.
Hilton Head Branch Library
11 Beach City Road,
Hilton Head Island, SC 29926
843.255.6500

In accordance with South Carolina Code of Laws, 1976, as amended, Section 30-4-80(d), all local media was duly notified of the time, date, place and agenda of this meeting.

- I. Call to Order
- II. Pledge of Allegiance
- III. Public Comment
- IV. Board Executive Session
 1. Personnel
- V. Approval of Minutes:
 1. November 12, 2014 Minutes (**backup**)
- VI. Corresponding/Membership – Jean Morgan
- VII. Interim Library Director's Report
- VIII. Financial Report:
 - FY 2015 Status Report
 1. County Funds – Alan Eisenman (**backup**)
 2. Library Revenues & Trustee Funds (**backup**)
- IX. Committee Reports:
 - A. Advocacy – Lynne Miller, Chair; Laura Sturkie and Peggy Martin
 - B. Finance Committee - Anna Maria Tabernik, Chair; Joseph Bogacz and Peggy Martin
 - C. Foundation –Linda McDonald
 - D. Friends of the Library (FOL):

- Beaufort: Peggy Martin
 - Bluffton: Jean Morgan and Laura Sturkie
 - Hilton Head: Lynne Miller and Eileen Fitzgerald
- E. Library Director Recruitment Committee - Eileen Fitzgerald, Peggy Martin, Joseph Bogacz, and Barbara Murphy (Bluffton FOL President)
- F. School Liaison – Eileen Fitzgerald, Chair; and Jean Morgan
- G. Policies & Procedures – Jean Morgan, Chair; Anna Maria Tabernik, Joseph Bogacz and Eileen Fitzgerald.
- X. Old Business
- XI. New Business
1. Challenged Materials Policy **(backup)**
 2. Wireless Internet Policy **(backup)**
 3. Trespass Law Policy **(backup)**
 4. Preliminary FY 16 Budget proposal
 5. Donation: Wooden Burl Table
 6. Donation: Dan Christensen –Painting “Soft Petal Blues”
- XII. Branch Liaison Reports **(backup)**
- XIII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – November 12, 2014 – 4:00 pm

The sixth scheduled meeting for 2014 was held at the Beaufort Branch Library.

Trustees: Bernard Kole, *Chair*; Eileen Fitzgerald, *Vice-Chair*; Joseph Bogacz, Lynne Miller, Jean Morgan, Laura Sturkie, Peggy Martin and Anna Maria Tabernik.

- Absentees: Yolanda Riley

Library Staff: Jan O'Rourke, Interim Library Director; Belinda Blue, Lobecko Branch Manager, and Ileana Herrick, Administrative Specialist.

County Staff: Morris Campbell, Director of Community Services; and Alan Eisenman, Financial Analyst.

Guests: None.

County Council Member: Councilman Steve Fobes, District 10.

Call to Order: The meeting was called to order at 4:02 p.m.

Pledge of Allegiance: The Chair of the Board Mr. Bernard Kole led those present in the Pledge of Allegiance to the Flag.

Public Comment: None.

Minutes of September 10, 2014: Mr. Kole made a motion to accept the minutes. Ms. Tabernik seconded the motion. There was a unanimous vote.

Correspondences/Memberships: Linda MacDonald has been appointed to the Board (from Council District 4). Members of the Board will be notified of new applicants, but will not be part of the vetting process. After new members are seated, the Board will conduct orientation sessions including questionnaires so as to learn what committees newbies would like to be on.

Interim Library Report: The report is attached. Ms. O'Rourke added that the three Children's Programmer positions may be filled on December 6. Youth Services Coordinator, Teen Librarian and Library Director are still vacant. Interviews for the Technical Services Assistant should be concluded soon.

Mr. Bogacz cited that the circulation counts have decreased proportionally to the library materials budget since 2010.

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http://beaufort.granicus.com/MediaPlayer.php?view_id=3&clip_id=1867

Financial Reports: PowerPoint presentation is attached. Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending September 30, 2014. The Library will be receiving the second installment of the \$37K State Aid. Mr. Bogacz stated his concerns about the negative balance in salaries/wages budget line items; Mr. Eisenman along with Library Admin staff will research the negative balance. Ms. Fitzgerald asked for regular reports on amount of slippage.

Committee Reports:

Advocacy: The Friends Group is preparing a petition with signatures collected from the community. The Advocacy Group will present said petition to The County Council during the next budget hearing, to reflect the level of patrons support. A county-wide referendum is being considered so as to fund the library through an additional and separate millage rate in the tax bill. This will need some preparation and will incur costs (i.e. consultants, survey library facilities, etc). Mr. Kole will follow up with a meeting with County Administrator requesting County support.

Finance:

Ms. Martin explained in detail the *Debt Setup Program* for collecting outstanding overdue fines and fees which currently are \$753,714.00. The cost of each collection is \$ 50 of which \$ 25 goes to SC Association of Counties, and \$ 25 goes to SC Tax Commission. This collection fee will be added to the patron's bill (as discussed below). The library will send the patron a 30 day notice indicating the amount of fines due plus the cost of non-returned library material (the minimum amount is \$ 50). The recovered amount (less the collection charge) will be allocated to a special General Ledger Account. Two library staff members will oversee this program. The Board will present this project to the County Finance Committee for their approval. Ms. Morgan made a motion to pursue the creation of the Collection Setup Program. Mr. Bogacz seconded. There was a unanimous vote.

Foundation: The *2014 Newsletter* and the annual fundraising letter were mailed to donors. Board members, Presidents of Friends Groups and County Council Members will now be included in the mailing list.

Friends of the Library (FOL):

- Beaufort Branch: Ms. Martin reported that the *Fall Book Sale* was a success. She added that the board is working on the next *Books Sandwiched In* event and will sponsor the *Night of Town* event.
- Bluffton Branch: The Annual Meeting was held on Monday November 10th. The guest speaker Patrick Goodman spoke about the history of libraries and members voted in new

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officers. The Fashion Show event was successful having a profit of \$ 2,000. Laura Sturkie was nominated to be the new liaison to Bluffton Friends.

- Hilton Head Branch: The board is updating the book store collection with new materials that are of interest to patrons. Ms. Miller mentioned that they will do a monthly book sale (most recent book sale brought in \$1,000.)

Library Director Evaluation: None.

Recruitment committee The interview committee is composed of the following members: Bernard Kole, Joe Bogacz, Eileen Fitzgerald, Peggy Martin, and the President of Bluffton Friends of the Library Barbara Murphy. The committee is preparing interview questions and will meet early January to review more job applications. The committee is being advised by the Employee Services Director, Suzanne Gregory. She will assign one of her staff to be present at the interview process. Ms. Morgan added that the committee is ready to conduct the interviews.

School Liaison: the Library and the School District are working together to provide better service. The School District is interested in promoting *video book talks* for children, and also working on the reading list for Summer Reading. *The Creation Station* has been a catalyst for creating an atmosphere which encourages both parties to work together.

Policies and Procedures: Ms. Morgan mentioned that the committee will draft guidelines to help future board members through-out the hiring process of a library director. Priority is being given to the evaluation of the Acting Library Director which is scheduled in six months.

Old Business: The Library Policy Committee creates and updates policies for Library Board approval. Ms. Tabernik reported briefly on the new updates to the board's goals (attached). *Section D* of the goals was discussed. Ms. Fitzgerald made a motion to approve the Library Board's Goals for FY 2015. Ms. Martin seconded. There was a unanimous vote.

Hilton Head Branch IT Upgrade: It was reported under Interim Library Director's Report.

New Business:

Proposed meeting dates 2015 meeting dates: Ms. Tabernik will make corrections on the *2015 Board Meeting Dates Schedule*. The location for the January 14 meeting will be determined in the near future. Ms. Fitzgerald made a motion to accept the dates, the locations will be determined. Ms. Martin seconded. There was a unanimous vote.

Closing Dates 2015: Ms. O'Rourke recommends closing Friday July 3rd (County closing day) and Saturday July 4th. Since July 3rd is observed by the County, July 4th has not been considered a holiday. Ms. Fitzgerald made a motion to accept the closing dates. Ms. Morgan seconded. There was a unanimous vote.

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Trespassing Law: Ms. O'Rourke explained briefly the policy. After discussion, it will be revised and send to the County Attorney for his comments before being approval by the Board.

Branch Liaison Reports: Ms. O'Rourke mentioned that the problems with the HVAC systems have been addressed (Bluffton and Hilton Head Libraries). The carpet in Beaufort Branch may be included in the CIP for the future because there is no budget for this at this time.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:59 p.m. on a motion from Ms. Tabernik and a second from Mr. Bogacz.

Respectfully submitted,

Jan O'Rourke
Interim Library Director

DRAFT

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COUNTY COUNCIL OF BEAUFORT COUNTY
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January 7, 2015

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November 2014 Library Financials Narrative and Analysis

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The Library's General Fund is on track with the fiscal year 2015 budget. Expenditures are currently at 44% of budget, which is slightly higher than the expected 42% of the fifth month of the fiscal year. It should be noted that the library has some annual maintenance contracts in Purchased Services that were recorded in July, but their activity relates for the entire fiscal year.

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There has not been much significant activity with the library's special revenue funds since most of these are tied to grants and have to be spent according to their restrictions or purpose. The most important number is the fund balance amount for each of these funds.

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Library impact fees are restricted to the area in which they are generated. The Hilton Head library impact fees fund will go in the negative during fiscal year 2015 due to a few large capital projects, but Finance expects this fund to get back in the positive by June 30, 2015. These capital projects are currently encumbered, which means a purchase order has been issued, but the County has not paid the vendor since the projects are not completed. The Bluffton library impact fees have the highest revenue and this can be attributable to higher growth than in other parts of Beaufort County.

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102 Industrial Village Road, Building 2, Beaufort, SC 29906

"Professionally we serve; Personally we care!"

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY LIBRARIES- GENERAL FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET (GAAP BASIS) AND ACTUAL
For the Period Ended November 30, 2014

	Annual Budget	Year to Date Budget	Actual	Annual Variance Positive (Negative)	Annual Percent of Budget	Year to Date Variance Positive (Negative)
Revenues						
Copy Fees	3,200	1,333	1,889	(1,311)	59%	556
Fines	95,000	39,583	37,590	(57,410)	40%	(1,993)
Total Revenues	<u>98,200</u>	<u>40,917</u>	<u>39,479</u>	<u>(58,721)</u>	<u>40%</u>	<u>(1,438)</u>
Library Administration						
Personnel	485,460	202,275	185,493	299,967	38%	16,782
Purchased Services	95,971	39,988	49,406	46,565	51%	(9,418)
Supplies	19,350	8,063	9,274	10,076	48%	(1,212)
Total Library Administration Expenditures	<u>600,781</u>	<u>250,325</u>	<u>244,173</u>	<u>356,608</u>	<u>41%</u>	<u>6,152</u>
Beaufort Branch						
Personnel	450,127	187,553	201,245	248,882	45%	(13,692)
Purchased Services	94,671	39,446	48,652	46,019	51%	(9,206)
Supplies	8,273	3,447	4,874	3,399	59%	(1,427)
Total Beaufort Branch Expenditures	<u>553,071</u>	<u>230,446</u>	<u>254,771</u>	<u>298,300</u>	<u>46%</u>	<u>(24,325)</u>
Bluffton Branch						
Personnel	415,966	173,319	167,781	248,185	40%	5,538
Purchased Services	98,154	40,898	45,900	52,254	47%	(5,003)
Supplies	11,950	4,979	6,951	4,999	58%	(1,972)
Total Bluffton Branch Expenditures	<u>526,070</u>	<u>219,196</u>	<u>220,632</u>	<u>305,438</u>	<u>42%</u>	<u>(1,436)</u>
Hilton Head Branch						
Personnel	570,709	237,795	238,750	331,959	42%	(955)
Purchased Services	104,440	43,517	49,396	55,044	47%	(5,879)
Supplies	12,750	5,313	9,177	3,573	72%	(3,865)
Total Hilton Head Branch Expenditures	<u>687,899</u>	<u>286,625</u>	<u>297,323</u>	<u>390,576</u>	<u>43%</u>	<u>(10,698)</u>
Lobeco Branch						
Personnel	116,229	48,429	36,367	79,862	31%	12,062
Purchased Services	18,319	7,633	11,430	6,889	62%	(3,797)
Supplies	4,925	2,052	3,281	1,644	67%	(1,229)
Total Loceco Branch Expenditures	<u>139,473</u>	<u>58,114</u>	<u>51,078</u>	<u>88,395</u>	<u>37%</u>	<u>7,036</u>
St. Helena Branch						
Personnel	352,222	146,759	155,381	196,841	44%	(8,622)
Purchased Services	93,691	39,038	55,040	38,651	59%	(16,002)
Supplies	11,150	4,646	5,638	5,512	51%	(992)
Total St. Helena Branch Expenditures	<u>457,063</u>	<u>190,443</u>	<u>216,059</u>	<u>241,004</u>	<u>47%</u>	<u>(25,616)</u>
Library Technical Services						
Personnel	228,119	95,050	94,384	133,735	41%	666
Purchased Services	22,310	9,296	18,008	4,302	81%	(8,712)
Supplies	40,500	16,875	40,460	40	100%	(23,585)
Total Library Technical Services Expenditures	<u>290,929</u>	<u>121,220</u>	<u>152,852</u>	<u>138,077</u>	<u>53%</u>	<u>(31,632)</u>
Library SC Room						
Personnel	91,096	37,957	38,205	52,891	42%	(248)
Purchased Services	5,450	2,271	828	4,622	15%	1,443
Supplies	4,575	1,906	1,235	3,340	27%	671
Total Library SC Room Expenditures	<u>101,121</u>	<u>42,134</u>	<u>40,268</u>	<u>60,853</u>	<u>40%</u>	<u>1,866</u>
Library Personnel Benefits						
Personnel	496,405	206,835	206,835	289,570	42%	0.17
Total Library Personnel Benefits	<u>496,405</u>	<u>206,835</u>	<u>206,835</u>	<u>289,570</u>	<u>42%</u>	<u>0.17</u>
Total Expenditures	<u>3,852,812</u>	<u>1,605,338</u>	<u>1,683,991</u>	<u>2,168,821</u>	<u>44%</u>	<u>(78,653)</u>

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SOUTH CAROLINA
COMBINING BALANCE SHEET
LIBRARY SPECIAL REVENUE FUNDS
November 30, 2014

	Library Grants	Del Webb Library Agreement	Friends of HHI Library Grant	Library Trust	Beaufort Library Special Trust	Hilton Head Library Special Trust	Library Special Trust	LSTA Creation Place Grant	Library State Aid	Total
ASSETS										
Equity in Pooled Cash and Investments	\$ -	\$ 200,707	447	\$ 19,216	\$ 29,490	\$ 21,211	\$ 206,889	-	94,416	572,376
Accounts Receivable	-	-	-	-	-	-	-	-	-	-
Total Assets	-	200,707	447	19,216	29,490	21,211	206,889	-	94,416	572,376
LIABILITIES AND FUND EQUITY										
Liabilities										
Accounts Payable	-	-	-	-	-	-	-	-	5,599	5,599
Total Liabilities	-	-	-	-	-	-	-	-	5,599	5,599
FUND BALANCE										
Reserved for Encumbrances	-	-	-	-	-	-	-	-	-	-
Reserved for Special Revenue Funds	-	200,707	447	19,216	29,490	21,211	206,889	-	88,817	566,777
	-	200,707	447	19,216	29,490	21,211	206,889	-	88,817	566,777
Total Liabilities and Fund Balance	\$ -	\$ 200,707	\$ 447	\$ 19,216	\$ 29,490	\$ 21,211	\$ 206,889	\$ -	\$94,416	\$ 572,376

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending November 30, 2014

	Library Grants			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures				
Supplies	-	19,670	(19,670)	100%
Total Expenditures	<u>-</u>	<u>19,670</u>	<u>(19,670)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(19,670)	(19,670)	100%
Fund Balance at Beginning of Year	<u>19,670</u>	<u>19,670</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 19,670</u>	<u>\$ -</u>	<u>\$ (19,670)</u>	<u>0%</u>

	Del Webb Library Agreement			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 1,620	\$ 1,620	100%
Total Revenues	<u>-</u>	<u>1,620</u>	<u>1,620</u>	<u>100%</u>
Expenditures				
Capital	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	1,620	1,620	100%
Fund Balance at Beginning of Year	<u>199,087</u>	<u>199,087</u>	<u>-</u>	<u>0%</u>
Fund Balance at End of Year	<u>\$ 199,087</u>	<u>\$ 200,707</u>	<u>\$ 1,620</u>	<u>101%</u>

	Friends of HHI Library Grant			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ -	\$ -	0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	<u>447</u>	<u>447</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 447</u>	<u>\$ 447</u>	<u>\$ -</u>	<u>100%</u>

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending November 30, 2014

	Library Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ -	\$ -	0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures				
Other	-	51	(51)	100%
Total Expenditures	<u>-</u>	<u>51</u>	<u>(51)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(51)	(51)	100%
Fund Balance at Beginning of Year	<u>19,267</u>	<u>19,267</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 19,267</u>	<u>\$ 19,216</u>	<u>\$ (51)</u>	<u>100%</u>

	Beaufort Library Special Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	\$ 1,150	\$ -	\$ (1,150)	0%
Total Revenues	<u>1,150</u>	<u>-</u>	<u>(1,150)</u>	<u>0%</u>
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	1,150	-	(1,150)	-100%
Fund Balance at Beginning of Year	<u>29,490</u>	<u>29,490</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 30,640</u>	<u>\$ 29,490</u>	<u>\$ (1,150)</u>	<u>96%</u>

	Hilton Head Library Special Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	\$ 1,150	\$ -	\$ (1,150)	0%
Total Revenues	<u>1,150</u>	<u>-</u>	<u>(1,150)</u>	<u>0%</u>
Expenditures				
Supplies	-	1,379	(1,379)	100%
Total Expenditures	<u>-</u>	<u>1,379</u>	<u>(1,379)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	1,150	(1,379)	(2,529)	-100%
Fund Balance at Beginning of Year	<u>22,590</u>	<u>22,590</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 23,740</u>	<u>\$ 21,211</u>	<u>\$ (2,529)</u>	<u>89%</u>

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending November 30, 2014

Library Special Trust				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	\$ -	\$ -	\$ -	0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures				
Supplies	-	-	-	0%
Capital	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	<u>206,889</u>	<u>206,889</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 206,889</u>	<u>\$ 206,889</u>	<u>\$ -</u>	<u>100%</u>
LSTA Creation Place Grant				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 5,625	\$ 5,625	100%
Total Revenues	<u>-</u>	<u>5,625</u>	<u>5,625</u>	<u>100%</u>
Expenditures				
Purchased Services	-	4,656	(4,656)	100%
Supplies	-	969	(969)	100%
Total Expenditures	<u>-</u>	<u>5,625</u>	<u>(5,625)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Fund Balance at End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending November 30, 2014

	Library State Aid			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	111,143	\$ 111,143	100%
Total Revenues	-	111,143	111,143	100%
Expenditures				
Supplies	-	22,326	(22,326)	100%
Total Expenditures	-	22,326	(22,326)	100%
Excess of Revenues Over (Under) Expenditures	-	88,817	88,817	100%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	\$ -	\$ 88,817	\$ 88,817	100%
	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	0%
Interest	2,300	-	(2,300)	0%
Miscellaneous	-	7,245	7,245	100%
Intergovernmental	-	111,143	111,143	100%
Total Revenues	2,300	118,388	116,088	5147%
Expenditures				
Supplies	-	44,344	(44,344)	100%
Purchased Services	-	4,656	(4,656)	100%
Other	-	51	(51)	100%
Total Expenditures	-	49,051	(49,051)	100%
Excess of Revenues Over (Under) Expenditures	2,300	69,337	67,037	3015%
Fund Balance at Beginning of Year	497,440	497,440	-	100%
Fund Balance at End of Year	\$ 499,740	\$ 566,777	\$ 67,037	113%

UNAUDITED AND PRELIMINARY
Beaufort County
Library Impact Fees
For the Period Ending November 30, 2014

	HH/Daufuskie	Bluffton	Port Royal Island	Ladys Island/ St. Helena	Sheldon	Total
Beginning Fund Balance	145,715	509,797	623,549	-	35,139	1,314,200
Revenues						
Licenses and Permits	24,867	30,415	14,378	21,094	2,212	5,274
Interest	-	-	-	-	-	-
	24,867	30,415	14,378	21,094	2,212	12,305
Expenditures						
Purchased Services						
Library Materials						
Apple	(529)	-	-	-	-	(529)
Compucom	(4,229)	-	-	-	-	(4,229)
Capital Outlay						
Court Atkins Architects Inc.	-	(11,500)	-	-	-	(11,500)
Hewlett Packard	(20,458)	-	-	-	(11,667)	(32,125)
	(25,216)	(11,500)	-	-	(11,667)	-
Total Revenues	24,867	30,415	14,378	21,094	2,212	92,966
Total Expenditures	(25,216)	(11,500)	-	-	(11,667)	(48,383)
Net Revenues (Expenditures)	(349)	18,915	14,378	21,094	(9,455)	44,583
Encumbered Fund Balance	171,052	8,004	-	-	-	-
Unencumbered Fund Balance	(25,686)	520,708	637,927	21,094	25,684	5,274
Ending Fund Balance	145,366	528,712	637,927	21,094	25,684	1,358,783

FY2015	Credit Card Beaufort Branch			Credit Card H. Head Branch		Credit Card Bluffton Branch		Credit Card Lobeco Branch		Credit Card St. Helena Branch		TOTAL
	BFT	HH	BLU	LOB	STH							
FINES & FEES												
July	\$ 1,846.70	\$ 642.40	\$ 2,301.95	\$ 438.25	\$ 1,964.11	\$ 354.25	\$ 289.33	\$ 44.20	\$ 941.18	\$ 136.19	\$ 8,958.56	
August	\$ 1,409.32	\$ 493.28	\$ 1,801.85	\$ 207.70	\$ 2,108.39	\$ 432.13	\$ 550.82	\$ 20.01	\$ 584.41	\$ 20.00	\$ 7,627.91	
September	\$ 1,215.96	\$ 479.53	\$ 1,779.80	\$ 204.54	\$ 2,187.08	\$ 762.21	\$ 327.14	\$ 43.81	\$ 462.99	\$ 89.80	\$ 7,552.86	
October	\$ 1,896.82	\$ 802.88	\$ 1,584.50	\$ 338.42	\$ 1,786.30	\$ 577.20	\$ 383.53	\$ 71.50	\$ 725.31	\$ 103.01	\$ 8,269.47	
November	\$ 821.33	\$ 368.48	\$ 1,526.70	\$ 170.21	\$ 1,272.65	\$ 492.69	\$ 242.38	\$ 53.65	\$ 334.36	\$ 27.00	\$ 5,309.45	
December	\$ 1,304.91	\$ 456.93	\$ 1,561.80	\$ 353.56	\$ 1,545.93	\$ 293.27	\$ 227.30	\$ 90.75	\$ 542.10	\$ 225.38	\$ 6,601.93	
January											\$ -	
February											\$ -	
March											\$ -	
April											\$ -	
May											\$ -	
June											\$ -	
TOTAL	\$ 8,495.04	\$ 3,243.50	\$ 10,556.60	\$ 1,712.68	\$ 10,864.46	\$ 2,911.75	\$ 2,020.50	\$ 323.92	\$ 3,590.35	\$ 601.38	\$ 35,526.95	
COPIERS												
July	\$ 165.47	\$ -	\$ 78.50	\$ -	\$ -	\$ -	\$ 26.40	\$ -	\$ 51.90	\$ -	\$ 322.27	
August	\$ 193.25		\$ 99.55		\$ 181.85		\$ 27.70		\$ 37.10		\$ 539.45	
September	\$ 152.95		\$ 48.10		\$ 94.00		\$ 21.80		\$ -		\$ 316.85	
October	\$ 153.41		\$ 137.75		\$ 76.40		\$ 30.60		\$ 60.80		\$ 458.96	
November	\$ 80.15		\$ 76.30		\$ 52.30		\$ 14.90		\$ 27.85		\$ 251.50	
December	\$ 144.60		\$ 129.00		\$ 76.70		\$ 12.90		\$ 56.00		\$ 419.20	
January											\$ -	
February											\$ -	
March											\$ -	
April											\$ -	
May											\$ -	
June											\$ -	
TOTAL	\$ 889.83	\$ -	\$ 569.20		\$ 481.25		\$ 134.30		\$ 233.65		\$ 2,308.23	
INTEREST REVENUE												
July	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 1.88	
August	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 1.95	
September	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 1.95	
October	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 2.07	
November	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 2.06	
December	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 2.17	
January	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -			
February	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -			
March	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -			
April	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -			
May	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -			
June	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -			
TOTAL	\$ -				\$ -		\$ -		\$ -		\$ 12.08	

FY2015	BFT	Credit Card Beaufort Branch	HH	Credit Card H. Head Branch	BLU	Credit Card Bluffton Branch	LOB	Credit Card Lobeco Branch	STH	Credit Card St. Helena Branch	TOTAL
Convenience Fee											
July	\$ -	\$ 17.67	\$ -	\$ 12.05	\$ -	\$ 9.74	\$ -	\$ 1.22	\$ -	\$ 3.75	\$ 44.43
August	\$ -	\$ 13.57	\$ -	\$ 5.71	\$ -	\$ 11.88	\$ -	\$ 0.55	\$ -	\$ 0.55	\$ 32.26
September	\$ -	\$ 13.19	\$ -	\$ 5.62	\$ -	\$ 20.96	\$ -	\$ 1.20	\$ -	\$ 2.47	\$ 43.44
October	\$ -	\$ 22.08	\$ -	\$ 9.31	\$ -	\$ 15.87	\$ -	\$ 1.97	\$ -	\$ 2.83	\$ 52.06
November	\$ -	\$ 10.13	\$ -	\$ 4.68	\$ -	\$ 13.55	\$ -	\$ 1.48	\$ -	\$ 0.74	\$ 30.58
December	\$ -	\$ 12.57	\$ -	\$ 9.72	\$ -	\$ 8.06	\$ -	\$ 2.50	\$ -	\$ 6.20	\$ 39.05
January	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
February	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
March	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
April	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
May	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
June	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
TOTAL	\$ -	\$ 89.21	\$ -	\$ 47.09	\$ -	\$ 80.06	\$ -	\$ 8.92	\$ -	\$ 16.54	\$ 241.82
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Board of Trustees - Library Board
General Ledger
As of December 31, 2014

	Type	Date	Num	Name	Memo	Split	Amount	Balance
First Citizens Bank (Total)								19,230.32
Alexander Dawson Fund								1,451.97
Total Alexander Dawson Fund								1,451.97
BDC Collection								616.67
Total BDC Collection								616.67
Bluffton Building Fund								6,227.70
Total Bluffton Building Fund								6,227.70
Clover Carolina Room Fund								1,440.81
Total Clover Carolina Room Fund								1,440.81
Greater Island Committee								210.42
Total Greater Island Committee								210.42
H Scheper Book Fund								4,199.74
Total H Scheper Book Fund								4,199.74
Hilton Head Rotary Fund								680.71
	Bill Pmt -Check	12/15/2014	1227	Ingram Library Services		Accounts Payable	-680.71	0.00
Total Hilton Head Rotary Fund							-680.71	0.00
Historical Society Fund								396.61
Total Historical Society Fund								396.61
JOHN-CAROLINE TRASK								50.00
Total JOHN-CAROLINE TRASK								50.00
Kiwanis Club of Beaufort								119.78
Total Kiwanis Club of Beaufort								119.78

Board of Trustees - Library Board
General Ledger
 As of December 31, 2014

	Type	Date	Num	Name	Memo	Split	Amount	Balance
				Sally & Joseph Harrington				3,590.91
				Total Sally & Joseph Harrington				3,590.91
				SHIRLEY DILLON				100.00
				Total SHIRLEY DILLON				100.00
				Wendy Allen Memorial				145.00
				Total Wendy Allen Memorial				145.00
				First Citizens Bank (Total) - Other				0.00
				Total First Citizens Bank (Total) - Other				0.00
				Total First Citizens Bank (Total)			-680.71	18,549.61



Published on *Beaufort County Library* (<http://www.beaufortcountylibrary.org>)

[Home](#) > [Printer-friendly](#) > [Printer-friendly](#)

Challenged Materials Policy

The Beaufort County Library has the responsibility to provide materials and information to meet the needs and interests of the diverse population of the tax-paying public it serves. Collection development is carried out under the guidance of carefully established selection policies based upon the needs of user groups, service objectives, collection specifications, and current selection needs. The Beaufort County Library firmly endorses the Library Bill of Rights and the Freedom to Read Statement developed by the American Library Association.

The choice of library materials by users is totally an individual and confidential matter. Responsibility for the reading of children and adolescents rests solely with their parents and legal guardians. While a person may reject materials for him/herself and parents may restrict access to library materials for their children, no individual has the right to exercise censorship or to restrict the freedom to read of others.

Citizens wishing reconsideration of library materials should complete the "Client's Request for Reconsideration of Library Materials" form. This form is available at all service outlets of the Beaufort County Library. Staff members will review the Reconsideration request to ensure that it provides full information about the nature of the complaint and give it to the branch manager, who will keep a copy and forward the original to the Library Director.

The Director will appoint a committee of at least three staff members and/or area specialists to evaluate the material. The committee will examine the material in question using the patron's request, published reviews, and the County Library policies for materials selection and will determine whether the item in question meets the criteria, as specified in the selection policy, for being included in the library's collection. The committee will submit a written report of its findings, with any recommendation for action, to the Director who will make a decision concerning the material.

The Director will notify the patron originating the Reconsideration Request of the decision. In the event the individual is not satisfied with action taken, he/she may appeal to the County Library Board for reconsideration.

Customer Request for Reconsideration Form ^[1]

Revision 7/2009
Adopted by the Board of Trustees
Beaufort County Library
September 10, 2008

Website User Agreement
Copyright ©2009 Beaufort County Library
A Department of Beaufort County Government

Source URL: <http://www.beaufortcountylibrary.org/content/challenged-materials-policy>

Links:

[1]

http://www.beaufortcountylibrary.org/sites/default/files/documents/Customer_Request_Reconsideration_Lib_Material.pdf

Wireless Internet Policy

In accordance with the American Library Association Library Bill of Rights, the Beaufort County Library provides public access to the Internet at every Library site, including through its wireless networks, where available.

By choosing to use this free wireless service you agree to abide by the Library's Internet Policy that prohibits abusive or illegal activity while using the Library's Internet service.

Guidelines:

This service is free of charge and subject to the terms and conditions of use as follows:

- Wireless access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The library's Wireless network is subject to periodic maintenance and unforeseen downtime.
- Information passing through the Library's wireless access is not secured and could be monitored, captured, or altered by others. There are risks involved with connecting to a public wireless connection, such as possible viruses, malware, loss of data, possible hacking/snooping by others connected, possible hardware/software failure. It is your sole responsibility to protect your information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of your use of the Library's wireless access.
- It is recommended that all Wi-Fi users should have up-to-date antivirus software installed on their computers.
- The electronic device owner is responsible for setting up their equipment to access the Beaufort County Library Wireless network. Library staff are not permitted to handle your electronic device or peripheral equipment. Library staff are not allowed to configure patrons' electronic devices, nor can they provide more than general assistance in getting connected to the wireless network.
- In using this free Internet access, you agree and hereby release, indemnify, and hold harmless, Beaufort County and any affiliate, from any damage that may result from your use of this wireless access.
- While using this wireless access, you acknowledge that you are subject to, and agree to abide by all laws, and all rules and regulations of Beaufort County, the State of South Carolina, and the federal government that is applicable to Internet use.
- At its sole discretion, the Library may terminate this public service at anytime without prior notice.
- Printing is not available via the wireless connection at this time. If the user desires to print, the file can be saved to a flash/thumb drive or emailed to themselves and printed from a public computer.
- Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment will result in permanent disconnection from the library's Wi-Fi network.

Connecting to the network requires an electronic device with wireless capability supporting the WiFi standard (also known as IEEE 802.11b/g/n).

BEAUFORT COUNTY LIBRARY TRESPASS PROCEDURES

IN ACCORDANCE WITH SC CODE OF LAWS 16-11-625



DEFINITIONS

Trespass

A person is legally barred from entering any library facility for a period of time ranging from one (1) month, three (3) months, six (6) months, one (1) year, or up to five (5) years. Under extraordinary circumstances, a person may be trespassed permanently. The person's library card is deactivated for the same length of time as the trespass. The Library Director, or his/her designee, determines the length of the trespass and the Deputy/City Police serve the trespass. The Library Director or the Library staff member in charge may make the decision to trespass immediately or after consultation with other staff. An incident report is created.

Staff Member In Charge Of Incident

The staff member in charge of the incident is either the Library Director (or Library staff member in charge, or in their absence the ranking Department Head), or a Law Enforcement Deputy. If the incident originates in the Children's Library, the Children's Librarian is the Staff member in charge. In their absence, Children's staff will consult a Department Head, and then may elect to take charge of the incident instead of handing it off to the Department Head. At a branch, the Staff member in charge is the staff member with the highest job classification.

PROCEDURES

1. Library Board of Trustees defines unacceptable library behavior by creating rules of conduct.

The Library exists to serve the community's information needs. The community expects a safe and appropriate library environment so all visitors may access library resources and services. The Patron Code of Conduct defines acceptable behavior in the library and on library property and provides for personal safety as well as for the protection of materials, property and facilities.

2. Library staff is responsible for controlling disruptive behavior by applying the Patron Code of Conduct.

Library staff will apply all rules of conduct respectfully, fairly and consistently. Failure to comply with a reasonable staff request may result in a loss of library privileges. Willful or persistent violation of the rules will result in a loss of library privileges which may include exclusion or trespass from the use of all facilities of the Beaufort County Library.

3. A trespass may be appealed.

The Library Board of Trustees may approve, modify or reverse any staff actions. The Board reviews all permanent trespasses. Persons trespassed from the Library may appeal or contest their trespass. See "Notice of Library Trespass Form."

4. Notice of Trespass.

A copy of the trespass warning will be given to the person in writing, in the presence of a law enforcement officer, and will state:

A) the alleged criminal law violation or the alleged violation of the library's code of conduct promulgated by the Library's Board of Trustees under the authority provided by Section 4-9-37(b) of the SC Code;

B) the duration of the prohibition to return; and

C) the procedure by which the person may appeal the warning to the Library Board of Trustees. The person receiving notice of trespass wishing to appeal the notice may submit a request for a hearing to the Board within five business days of receiving the notice. The Board of Trustees of the Library will then provide a hearing within ten business days of the request for an appeal.

NOTICE OF LIBRARY TRESPASS

IN ACCORDANCE WITH SC CODE OF LAWS 16-11-62



CUSTOMER NAME

DATE OF INCIDENT

INCIDENT TYPE

This notice is provided to you, in presence of law enforcement, as written notification and warning that your actions have warranted the issuance of a Trespass Notice for a period of _____, based on a Criminal Act or Violation of the Library Code of Conduct cited above. Your presence on **any** Beaufort County Library property **during this time is prohibited** and will subject you to arrest by authorized law enforcement authorities if deemed appropriate/necessary.

Library staff member _____ **Date**

NOTICE GIVEN IN THE PRESENCE OF _____
OFFICE OF

(Officer/Deputy)

(Law Enforcement Agency)

RIGHT TO APPEAL

You may appeal the warning to the Library Board of Trustees. A person receiving notice of trespass, wishing to appeal the notice, must submit a written request for a hearing to the Library Board of Trustees within five business days of receiving the notice.

Submit appeals in writing to:
Beaufort County Library

Attn: Administration
311 Scott Street
Beaufort, SC 29902

HILTON HEAD BRANCH LIBRARY



Bimonthly Report

NOVEMBER & DECEMBER 2014

OUTREACH PROGRAMMING	NOVEMBER	DECEMBER
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	27/552	22/402
Children (Ages 5-11)	6/28	4/68
Teen (Ages 12-17)	0/0	0/0
Adults (Ages 18+)	1/86	1/29

IN-HOUSE LIBRARY PROGRAMMING	NOVEMBER	DECEMBER
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	10/159	12/198
Children (Ages 5-11)	6/57	8/106
Teen (Ages 12-17)	0/0	2/4
Adults (Ages 18+)	14/123	10/35

MEETING ROOM USE	NOVEMBER	DECEMBER
	#Groups / #Attendees	#Groups / #Attendees
	9/145	1/15

STATISTICS	NOVEMBER	DECEMBER
New Library Cards	138	92
Door Count	10896	9961
Circulation	<i>13,157</i>	<i>15,436</i>
Reference	1453	1674
Internet Use	1264	1334

Staff Continuing Education Sessions Attended	NOVEMBER	DECEMBER
	0	1

FACILITIES NOTES	Some progress has occurred on remodeling Large Meeting Room.
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Report submitted by:			
Mary Jo Berkes	Branch Manager	843-255-6517	maryjob@bcgov.net
Hilton Head Branch Library	1862 Trask Parkway	Hilton Head	SC 29926

Attachment _ Hilton Head Branch Report

Hilton Head Branch

21st Century Literacy Skills

Halle Eisenman, Reference Manager, is putting on the final touches on our formal toolkit. Programs that have been planned and for January-March include: DIY Bath Products(make your own products for healthy skin),Gentle Yoga, New Year Healthy Pantry Makeover, Tai Chi, Bite Into a Healthy Lifestyle: Power of Plants, Part 2:Expand Your Food Horizons.

Submitted by MaryJo Berkes

Hilton Head Branch Manager

Bimonthly Report

NOVEMBER & DECEMBER 2014

OUTREACH PROGRAMMING	NOVEMBER	DECEMBER
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0/0	0/0
Children (Ages 5-11)	2/49	0/0
Teen (Ages 12-17)	0/0	0/0
Adults (Ages 18+)	0/0	0/0

IN-HOUSE LIBRARY PROGRAMMING	NOVEMBER	DECEMBER
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0/0	0/0
Children (Ages 5-11)	4/186	2/27
Teen (Ages 12-17)	1/12	3/19
Adults (Ages 18+)	3/33	2/24

MEETING ROOM USE	NOVEMBER	DECEMBER
	#Groups / #Attendees	#Groups / #Attendees
	15/198	9/79

STATISTICS	NOVEMBER	DECEMBER
New Library Cards		
Door Count		
Circulation		
Reference	126	187
Internet Use	472	465

Staff Continuing Education Sessions Attended	NOVEMBER	DECEMBER
	1	

FACILITIES NOTES
Door Count Sensor is down.

Report submitted by:

Maria Benac	Branch Manager	(843)255-6548	mbenac@bcgov.net	
St Helena Branch Library	6355 Jonathan Francis Sr Rd	St Helena Island	SC	29920

Bimonthly Report

NOVEMBER & DECEMBER 2014

OUTREACH PROGRAMMING	NOVEMBER	DECEMBER
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0	1/50
Children (Ages 5-11)	0	0
Teen (Ages 12-17)	0	0
Adults (Ages 18+)	1/na	3/na

IN-HOUSE LIBRARY PROGRAMMING	NOVEMBER	DECEMBER
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	4/88	1/26
Children (Ages 5-11)	7/39	1/50
Teen (Ages 12-17)	0	1/41
Adults (Ages 18+)	4/38	3/1479

MEETING ROOM USE	NOVEMBER	DECEMBER
	#Groups / #Attendees	#Groups / #Attendees
	3/57	2/14

STATISTICS	NOVEMBER	DECEMBER
New Library Cards	107	
Door Count	9111	9266
Circulation	10,065	
Reference	906	1000
Internet Use	1050	

Staff Continuing Education Sessions Attended	NOVEMBER	DECEMBER
	10	0

FACILITIES NOTES	The carpeting, tables, and chairs in the public areas of the branch are in disgraceful condition from years of wear, stains, and soil. The Friends of the Library have provided fund to replace some of the chairs, but much more needs to be done.
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Report submitted by:			
Annette Greenway	Branch Manager	(843)255-6443	agreenway@bcgov.net
Beaufort Branch Library	311 Scott Street	Beaufort	SC 29907

Environmental Literacy at the Beaufort Branch

The Beaufort Branch has chosen Environmental Literacy as its focus and an Environmental Literacy Toolkit has been developed. The toolkit includes literacy resources, training resources, programming ideas and resources, potential partnerships, and potential funding sources.

We have partnered with the Lowcountry Institute to provide programming by Tony Mills of the county channel produced show Coastal Kingdom. He has already done one successful program for us on Reptiles and Amphibians. We had a large turnout for this program and it was greatly enjoyed by the families who attended. We are beginning our environmental film series the third Friday of the month and several gardening workshops with a green theme are scheduled in March.

We are working on a grant proposal for a project idea that will provide opportunities for current and future library users to learn more about the unique environment of the Lowcountry. We are also looking into a potential partnership with the Port Royal Sound Foundation.

LOBECO BRANCH LIBRARY



Bimonthly Report

NOVEMBER & DECEMBER 2014

OUTREACH PROGRAMMING	NOVEMBER	DECEMBER
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0	0
Children (Ages 5-11)	0	0
Teen (Ages 12-17)	0	0
Adults (Ages 18+)	0	0

IN-HOUSE LIBRARY PROGRAMMING	NOVEMBER	DECEMBER
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0	0
Children (Ages 5-11)	1 (Movie, Little Bits Kit)/ 6 attendees	2 (Frozen & Gingerbread)/43 attendees
Teen (Ages 12-17)	0	0
Adults (Ages 18+)	2 (Genealogy Drop in and Medicare)/11 attendees	5(Geanealogy, Agape, DSN)/140 attendees

MEETING ROOM USE	NOVEMBER	DECEMBER
	#Groups / #Attendees	#Groups / #Attendees
	6 (Parents Anonymous, DSN, Agape)/ 44 attendees	

STATISTICS	NOVEMBER	DECEMBER
New Library Cards	14	21
Door Count	1791	1846
Circulation	1961	2633
Reference	199	326
Internet Use	326	330

Staff Continuing Education Sessions Attended	NOVEMBER	DECEMBER
	1	0

FACILITIES NOTES

There is still no outside signage identifying the Lobeco Branch Library. Traffic flow problems still exists due to lack of signage. Patrons still park in front of the bookdrop.

Report submitted by:				
Belinda Blue	Branch Manager	(843)255-6483	bblue@bcgov.net	
Lobeco Branch Library	1862 Trask Parkway	Lobeco	SC	29931